



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Fiscal Manager V	NUMBER:	09-08
JOB CODE:	K7000	DATE:	10/30/09
SALARY RANGE:	86 (\$80,287.20 - \$122,232.00)	PCQ#:	8812101
JOB LOCATION:	Alabama Department of Mental Health 100 N. Union Street Montgomery, Alabama 36130-1410		

QUALIFICATIONS: Bachelor's degree in accounting or a bachelor's degree in any other field including the completion of at least 27 semester hours of accounting courses supplemented by professional certifications in accounting. Extensive experience (72 months or more) in professional accounting which must include considerable (48 months or more) supervisory experience.

Preference will be given to individuals with a professional designation of Certified Public Accountant (CPA).

KIND OF WORK: The employee in this position serves as the Chief Financial Officer for the Department of Mental Health directing fiscal operations of one of the largest and most complex accounting systems in state government. The position is responsible for planning and directing all accounting operational functions. The employee serves as financial advisor to the Commissioner and other key leaders of the Department regarding financial matters. The employee serves as the department budget officer, participating in budget reviews with other state agencies as well as Executive and Legislative budget offices. Supervision is exercised over a large staff performing specialized assignments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of accounting principles (U.S. GAAP). Knowledge of strategic planning, financial management, and operations management. Understanding of the legal implications of business transactions, particularly as they relate to accounting and financial reporting. Ability to obtain, assess and integrate information. Ability to analyze operational structures, functions, and processes and recommend changes. Ability to use a variety of computer software systems to structure, organize and manage data. Ability to use effective business writing principles, including

organization, clarity and conciseness. Ability to establish and maintain effective working relationships with other governmental agencies, members of the legislature, and other external partners. Ability to plan and direct the work of subordinates.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training and experience, and should provide adequate work history identifying experiences related to the duties and minimum qualifications described in the announcement. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from the office listed below, other Department of Mental Health Facility Personnel Offices, or on the internet at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. Copies of Licenses/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.

DEADLINE: November 30, 2009